

MINUTES OF GEOGRAPHY DIVISION STAFF MEETING, 16 December 1959

25X1A9a

PRESENT: [REDACTED]

1. Records Disposition Program (ORR Notice 43-100-1, dated 8 December)

The Division program, which should be well under way by 31 December, is designed to: 1. Straighten out our records here and at Records Center. 2. Straighten out our procedures for records maintenance and disposition. and 3. Establish, branch by branch, a program for reducing the bulk of holdings here and provide destruction or review dates for materials at Records Center.

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[REDACTED] will be here tomorrow to talk about the matter; later the Division Chief will discuss it with the individual branch and staff chiefs.

2. Training

The training record of each D/GG employee has been examined by the Division Chief, who will discuss possible additional training needs with the branch and staff chiefs.

3. Agency Publications

An Agency committee headed by Lyman Kirkpatrick is studying the confused Agency publications situation. So far, it has found there are 152 different publications in 70 different sizes.

4. Problems of Agency Policy at Meetings

The AD has requested that he be immediately informed of instances in which internal policy differences related to CIA or US positions develop at inter-Agency or international meetings.

5. D/GL Collection Guides

25X1A9a [REDACTED] is concerned that the guides at present do not include SI material. D/GG will be asked to check future guides against SI materials and make additions as necessary.

6. Citing Titles of CIA Publications

25X1A9a [REDACTED] St/P, has checked into the matter of citing CIA publications, by number or title or both in an unclassified statement. Unless the title is too revealing, a classification of Confidential must be affixed in such cases.

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7. Miscellaneous

Survey of Foreign Language Requirements: A memorandum and forms to be filled in by each Branch or equivalent unit were distributed. The completed forms are to be returned to [REDACTED] no later than 7 January. 25X1A9a

25X1A6a Liaison Clearances: Liaison clearances for people coming into [REDACTED] is mandatory, the group was reminded. 25X1A9a-

Abolishment of Functions: [REDACTED] reported that the Air Science Division, ATTC, and the Air Technical Liaison Offices are being abolished.